



## STATE OF ALASKA SANITARY SURVEY PROGRAM

### SANITARY SURVEY INSPECTOR

### CERTIFICATION TRAINING COURSE DESCRIPTION

This 4 day training is required for Sanitary Survey Inspector certification. It covers the eight inspection elements which comprise a public water system (PWS) sanitary survey inspection: 1. source, 2. treatment, 3. distribution system, 4. finished water storage, 5. pumps & controls, 6. monitoring/reporting/data verification, 7. PWS management & operations, and 8. operator compliance with state regulations. The purpose of a sanitary survey (SS) inspection is to evaluate and document the eight elements in a PWS's ability to consistently and safely provide drinking water to the public. The SS identifies any findings which might adversely impact a water system's ability to provide a safe water supply, provides information to the owner/operator of a PWS, and verifies the system is operating in a safe manner. This federally mandated review is intended to identify systems that require technical assistance or capacity development, thereby lowering the risk of waterborne disease.

The goal of this workshop is to train people involved in the drinking water and public health profession to conduct a sanitary survey inspection using the State of Alaska Electronic Sanitary Survey (ESS) forms, as well as prepare and submit a quality SS inspection report. Completing this class and passing the exam will not approve an individual as a SS Inspector – the individual must submit an application requesting to be certified, showing a passing grade for this class, copy of the in-class Sanitary Survey Inspection report using the Electronic Sanitary Survey (ESS) from the class, and submittal of certification fees (\$293 per 18 AAC 80.1910(a)(7)). Please review State of Alaska regulations (18 AAC 80.435) regarding the application, training, examination, and approval requirements for sanitary survey inspectors.

Speaker: Paul Gabbert (DEC/DW Sanitary Survey Program Coordinator)

**Who should attend:** DW professionals desiring certification as a State of Alaska sanitary survey inspector, and who meet the following prerequisites, **NO EXCEPTIONS** - (see reverse for further information);

- Submittal and approval of resume showing specific experience and education in the Drinking Water/ Public Health professions,
- Proof showing the Electronic Sanitary Survey Program (ESS) is successfully loaded to the laptop computer which you will be using in the performance of your Electronic Sanitary Surveys.

**Course Cost:** None

**Course Length:** 4 days

**Continuing Education Units:** 3.2

**Objectives:**

- Learn 8 elements of a sanitary survey, review of deficiencies, learn ESS, perform a SS using ESS, and get certified to perform Sanitary Survey Inspections in the State of Alaska.

**Dates and Locations:** (NOTE: classes are limited to 12 people each presentation)

1. **Tuesday, March 25 - Friday, March 28, 2014, in Anchorage at 555 Cordova, Conference Room 1.**
2. **Tuesday, April 29 - Friday May 2, 2014, in Anchorage at 555 Cordova, Conference Room 1.**

**Bring your laptop to the class, with the Electronic Sanitary Survey software installed.**

## **PREREQUISITES INFORMATION:**

- 1) SUBMITTAL OF RESUME FOR APPROVAL;** Demonstrated experience, education and knowledge specific to the Drinking Water and Public Health field - in your resume, per the following regulation:

**18 AAC 80.435. Application, training, examination, and approval requirements for sanitary survey inspectors.** (a) A person must be approved under this section in order to conduct a sanitary survey inspection, complete a sanitary survey report, or submit a sanitary survey report to the department. The sanitary survey inspector who conducted the sanitary survey shall sign the sanitary survey report, subject to the report certification requirements of 18 AAC 80.1900. An owner, operator, or employee of a public water system may not conduct a sanitary survey of that system. (b) An individual applying for approval to conduct sanitary surveys must (1) attend and successfully complete an approved sanitary survey training program for public water systems that covers standard sanitary engineering practices and principles at a level of knowledge that the department determines will adequately protect public health;

(2) submit a completed application on a current form provided by the department; (3) pay the fee required by 18 AAC 80.1910(a)(7); (4) submit verification that the applicant has completed the sanitary survey training program and passed the written sanitary survey examination with a score of 70 percent or more; and (5) submit documentation showing the applicant's education, certified vocational or academic program training, credentials, and employment history demonstrating the applicant's competency to conduct sanitary surveys and prepare the reports required by this chapter, and the applicant's knowledge and understanding of drinking water systems, including; (A) water sources; (B) treatment; (C) distribution system; (D) finished water storage; (E) pumps, pump facilities, and controls; (F) monitoring, reporting, and data verification; (G) water system management and operation; (H) operator compliance with department requirements; and (I) materials and supplies.

(c) The department will evaluate the information submitted by the applicant in (b) of this section and approve or deny the applicant to conduct sanitary surveys in this state. (d) Unless revoked under 18 AAC 80.439, an approval issued under this section is valid for two years. (e) A person aggrieved by a decision under this section may request a hearing under 18 AAC 80.1920.

## **2) PROOF OF SUCCESSFUL INSTALLATION OF ESS ONTO LAPTOP OR TABLET;**

- a. Go to DEC website; [http://dec.alaska.gov/eh/dw/dwmain/Electronic\\_SSDownloads.htm](http://dec.alaska.gov/eh/dw/dwmain/Electronic_SSDownloads.htm) ,
- b. The system Requirements for this ESS version are:
  - i. Windows 7,
  - ii. MSOffice 2007, 2010, or 2013 (this is an Access program).
- c. CAREFULLY FOLLOW INSTRUCTIONS SHOWN IN THE "Desktop ESS Installation Guide" at this site. Outlined below is a brief summary for installation of ESS,
- d. Enter your name and date in the "Sanitary Surveyor" box of ESS and save (this will be the .mdb file),
- e. Preview the ESS report to assure your name and date shows in your preview report,
- f. Save the preview report (this will be the .pdf file),
- g. **Attach the .mdb and .pdf files to an Email, and send to me at the Email address below. NOTE: you must certify in your Email that you successfully installed ESS on the laptop which you will be using in the class.**

**Attach your resume, proof of ESS installation (the .mdb and .pdf ESS files) to an Email and send to: [paul.gabbert@alaska.gov](mailto:paul.gabbert@alaska.gov) for review and approval. NOTE: this submittal must contain both requisites together, with the proof of ESS installation precisely (per item f. - as outlined above).**

**Send your prerequisite submittal for course #1 no later than Friday, March 7, 2014. Or, for course #2 - by Friday, April 9, 2014. Your seat will be confirmed (after approval of prerequisites determined by DEC) no later than the end of the day of Friday of the following week of each of the dates above – as applicable.**

## Desktop ESS Installation

- 1) Follow the instructions on the “Desktop ESS Installation Guide” on
  - how to download and install “Desktop ESS v4.2”
  - how to use “sample Electronic Sanitary Survey data file” as the data file for this practice
  - changing the Username to your name
- 2) Click on Load/Start Survey to open the test survey



- 3) To open the survey, double click on the test survey (download from website) or “Open select Survey”,



Retrieve/Review Survey

List of Surveys: Filter by User: ----- All Users -----

ID	PWS Number	Survey Name	User Name	Last Saved	Status
1757	AK2225324	ALASKA ARTESIAN BOTTLING CO. - 2011	Test Surveyor	3/30/2012	Retrieved from Field Desktop

Open Selected Survey

Delete Selected Survey

Create a New Survey

Copy Selected Survey

Prepare SDWIS Updates

Survey Name:

PWS Number:

Survey Documents

Type	Name	View Document

Planned Survey Date:

Actual Survey Start Date:

Actual Survey Finish Date:

Deficiency Determination Date:

Report Date:

Save Current Survey

Preview/Print Questions

Retrieve Survey from PDA

Retrieve Survey from Tablet

Load/Save Survey Components Outline Questions Progress

Close

4) Click on Questions..

Retrieve/Review Survey

List of Surveys: Filter by User: ----- All Users -----

ID	PWS Number	Survey Name	User Name	Last Saved	Status
1757	AK2225324	ALASKA ARTESIAN BOTTLING CO. - 2011	Test Surveyor	3/30/2012	Retrieved from Field Desktop

Open Selected Survey

Delete Selected Survey

Create a New Survey

Copy Selected Survey

Prepare SDWIS Updates

Survey Name:

PWS Number:

Survey Documents

Type	Name	View Document

Planned Survey Date:

Actual Survey Start Date:

Actual Survey Finish Date:

Deficiency Determination Date:

Report Date:

Save Current Survey

Preview/Print Questions

Retrieve Survey from PDA

Retrieve Survey from Tablet

Load/Save Survey Components Outline Questions Progress

Close

Change the date to today's date (Ditto for your name), and save your .mdb file..

Review and Complete Survey - 1757-ALASKA ARTESIAN BOTTLING CO. - 2011

General / SDWIS Site Visit Info 2/8

Order # 2.00 Date of the survey

Priority

Enter Date: 03/01/2012 ☐ Flag Question for Follow-up

☐ Mandatory Question ☐ Exclude Question Notes:

Attach Picture

SDWIS Category: Reg. Reference: Report Text for Deficiency:

☐ Include in ESS Report

SDWIS Reporting ☐ Report to SDWIS SDWIS Deficiency Code: SDWIS Deficiency Description: Severity Code: NON Demerit Points: Days to Correct Deficiency:

<< Back Next >> Previous Unanswered Next Unanswered Previous Flagged Question Next Flagged Question

Preview/Print Questions Preview/Print Deficiency Report

Load/Start Survey Components Outline Questions Progress Close

5) Click on Preview/Print Questions

6) Export (Save As) the file to a PDF

Survey Responses - Microsoft Access

Print Preview Add-Ins Acrobat

Print Size Portrait Landscape Margins Print Data Only Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel SharePoint List PDF or XPS Text File Close Print Preview Close Preview

Sanitary Survey - Survey Responses

PWS Number: AK2251324 Survey ID: 1757 Survey Date: 03/01/2012

Survey Name: ALASKA ARTESIAN BOTTLING CO. - 2011 User Name: Test Surveyor

Question Number

General / SDWIS Site Visit Info

1 Reason for the visit ☒ 1001V - Sanitary Survey ☐ 1002V - Wetland Protection ☐ 1003V - Erosion Avoidance

2 Date of the survey 03-01-2012

Any questions – just ask me, thanks.



*Paul S. Gabbert, PE*

Sanitary Survey Program Coordinator

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